



STATE PUBLIC CHARTER SCHOOL AUTHORITY

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SUBJECT: Amendment No. 1 to Request for Qualifications No. RFQ SPCSA-Q1

DATE OF AMENDMENT: January 15, 2016

DATE OF RFQ RELEASE: December 23, 2015

DATE AND TIME OF OPENING: January 11, 2016 @ 2:00 pm

AGENCY CONTACT: Katie Higday, Management Analyst

The following shall be Amendment No. 1 as part of RFQ No. **RFQ SPCSA-Q1** for **External Reviewers**.

If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

QUESTION: I am in the process of completing RFQ - SPCSA-Q1 and have a question about Section 4.1.3. My company is based and licensed in New Jersey. Do we need to be licensed in Nevada before we can complete this RFQ? I noticed that it asks for a Nevada business license, but I am wondering how quickly that process would get done.

ANSWER: Yes, a Nevada Business License is needed. Information regarding the Nevada Business Licenses can be located at: <http://nvsos.gov/>

QUESTION: Is the Nevada Business License needed prior to submission or upon awarding of the contract?

ANSWER: The Nevada Business License will be needed prior to awarding of the contract; it is not needed prior to submission.

QUESTION: Must the applicable experience and business references be within 3 years if the vendor has a Master's in Education in Charter School Administration and has significant amount of prior experience in all phases of Charter School design, development, and operations?

ANSWER: Business references will be accepted for applicable experience regardless of the timeframe of occurrence.

QUESTION: The RFQ states the SPCSA will "compensate a flat rate of \$1,000.00 per application or other charter school documentation reviewed by qualified vendors with approved contracts, not to exceed \$24,000.00 for the term of the contract."... So, if I were to hire, say, three sub-contractors, would the maximum compensation amount over the four-year period be \$24,000 or \$96,000 (for my work and the work of three sub-contractors)?

ANSWER: The contract amount of \$24,000 is the maximum per contract awarded, regardless of the type of entity or number of employees/sub-contractors. There is provision for contracts to request amendments during their effective period if adjustments in contract authority are required.

QUESTION: It is unclear as to whether the rubric will be provided or not, can you clarify?

ANSWER: The Charter School application rubric for the current cycle can be located at: http://charterschools.nv.gov/OpenASchool/Application_Packet/. The authority anticipates developing a similar rubric for expansion amendment and other contractual and accountability documents over the next several years. In the event that a rubric has not been developed for a particular submission type (e.g. competitive grant applications) the Authority will rely on the expertise of external reviewers to evaluate such documents and may incorporate their evaluative insights into future rubrics.

QUESTION: Is SPCSA looking for individuals that it will contract with/assemble teams from or is it looking for companies/organizations that have their own review teams already assembled for this project?

ANSWER: The RFQ is seeking qualified reviewers - whether individual persons or business entities. The rate identified in the procurement is based on per document per person - the rate is not based on group review.

QUESTION: I am unclear about what financial information you need beyond a DUNS # and Federal TIN.

ANSWER: Other than the DUNS # and Federal TIN, we are not requiring any other financial information.

QUESTION: Must I be incorporated as a business?

ANSWER: Contract recipients must be registered with the Nevada Secretary of State; there is no preference as to the type of business entity.

QUESTION: Must I be licensed?

ANSWER: The Nevada Business License is required.

QUESTION: Must I possess insurance to be eligible?

ANSWER: Insurance is required.

QUESTION: I have not done independent contracting before so I would not be able to provide references specifically in regard to contracting work. I can get references for my professional qualifications as an authorizer of course.

ANSWER: Professional references are acceptable.

ALL ELSE REMAINS THE SAME FOR RFQ SPCSA-Q1.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: _____

Authorized Signature: _____

Title: _____

Date: _____